

Future of Higher Education – Bologna Process Researchers' Conference,

5th Edition (FOHE-BPRC5)

25-26 March 2024, Bucharest

- *General guidelines for articles writing and formatting rules* -

I. General guidelines

The articles should be in English and of approximately 5.000-6.000 words. Some tables and figures may be used to present key data but these should in general be used sparingly. More information about specific formatting guidelines is presented in section II and the ethical guidelines for the authors are outlined in section III.

It is generally expected that the articles:

- are original, either focusing on the theoretic research activities concerning the Bologna Process/ the European Higher Education Area, on providing insight regarding current developments related to the Bologna Process and their effects “in the field”;
- have a single clear argument (looking at the purpose of the articles, it is preferable that the line of argumentation is well identified and clear);
- achieve balance between theoretical aspects / empirical evidence (research conducted in various projects, interviews, surveys, other data sources relevant to the chosen topic) and considerations for policy making;
- are in line with the five thematic sessions topics of the conference and include, where possible, a view on how the conclusion of the article is relevant for the future of the European Higher Education Area.

The deadline for the first drafts of the articles is 10 November 2019. The authors will then have the opportunity to integrate the feedback from the Editorial Board by 15 December 2019, with the final version of the articles (proofreading included) to be submitted by 20 January 2020 the latest. **Papers submitted after the deadline will not be considered for publication.**

Furthermore, when submitting the first draft of the article, the authors should provide a **short abstract, keywords, affiliation and email address**, as well as a **short bio note**.

II. Formatting Guidelines

- 1) The article should be written in **Word Document** (.DOC/ .DOCX), without any editing protection;
- 2) Kindly use either UK or US spelling consistently throughout;
- 3) Use a single **main font** for the entire text. We recommend *Times New Roman*. For **special characters**, please use *Symbol* or *Arial Unicode*;

- 4) **Font dimension:**
 - 16 for the title;
 - 12 for text.
- 5) **Line spacing:** 2pt.
- 6) **Paragraph spacing:** 0 pt (before and after paragraph);
- 7) **Headings and Heading Numbering**

Please use the decimal system of headings with no more than four levels:

 - 1 Chapter
 - 1.1 Section
 - 1.1.1 Subsection
 - 1.1.1.1 Sub-Subsection
- 8) The title of every Chapter/Article will be followed by the **author's name** and their **contact information**, along with a **summary of about 10-15 lines**. This applies for all paper authors.
- 9) **Abbreviations and technical terms**, except for very common ones, should be defined the first time they are used, and a list supplied with the document.
- 10) **The tables** should be formatted as follows:
 - All the cells separated by lines, in all four directions;
 - Table's title and/ or table's description must be centered below the table, in the format:
Table 1: *"title or table's description"*;

Numbering of tables or objects will be continuous and will start at 1. The numbering will not depend on the numbering of chapters/ sections.
- 11) **Figures and Illustration Data**
 - The figures and images can be vectorized (EPS format) or not vectorized (TIFF or JPEG format, minimum resolution of 600DPI);
 - Images and figures will be placed inside the text, but must also be delivered as separate files, for the best quality final product:
 - Name your figure files with your name, "Fig", and the figure number, e.g.,
Miller-Fig1.eps;
 - The titles of the figures and images or other objects in the text will be centered below each figure/ title/ graphs, etc., in the format: Fig.1:*"title or description"*;
 - The numbering of images, figures, graphs, etc. will be continuous and will start at 1. The numbering will not depend on the chapters/ sections.
- 12) **References**
 - References should be cited in the text in the following way:
Author name/s and year of publication in parentheses:
 - one author: (Miller 1991),
 - two authors: (Miller and Smith 1994),
 - three authors or more: (Miller et al. 1995);
 - Each chapter should contain a reference list of its own. Entries in the list must be listed alphabetically.

References formatting: Author's name, surname's initial. (year of publication). *Publication name*.
Affiliation.

Examples:

References are placed in alphabetical order of authors. Examples of correct forms of references in alphabetical style:

- For journal articles:**
Chilstrom, G.A. (1984) 'Psychological aspects of the nuclear arms race', *Journal of Humanistic Psychology* 24(3): 39-54.
- For online articles:**
Kwikkers, P. and van Wageningen, A. (2012) A Space for the European Higher Education Area: The Guidance from the EU Court of Justice to Member States, *Higher Education Policy* advance online publication February 16. doi:10.1057/hep.2011.22.
- For books:**
Bracken, P.J. (1983) *The Command and Control of Nuclear Forces*, New Haven: Yale University Press.
- For chapters within books:**
Hook, G.D. (1998) 'Japanese Business in Triadic Globalization', in H. Hasegawa and G.D. Hook (eds). *Japanese Business Management: Restructuring for Low Growth and Globalization*, London: Routledge, pp. 19-38.
- Conference paper:**
Harley, N.H. (1981) 'Radon risk models', in A.R. Knight and B. Harrad (eds.) *Indoor Air and Human Health*, Proceedings of the Seventh Life Sciences Symposium; 29-31 October 1981; Knoxville, USA. Amsterdam: Elsevier, pp. 69-78.
- Thesis:**
Zito, A. (1994) 'Epistemic communities in European policy-making', Ph.D. dissertation, Department of Political Science, University of Pittsburgh.
- Newspaper article:**
Barber, L. (1993) 'The towering bureaucracy', *Financial Times*, 21 June.

Titles of the journals should not be abbreviated.

III. Ethical Guidelines

Authors should:

- Ensure that all researched work submitted is original, fully referenced and that all authors are represented accurately.
- Provide accurate contact details for a designated corresponding author, who shall be deemed by the publisher and editor as fully responsible for the authorship of the paper and all communications concerning the ethical status and originality of the paper. This includes any queries or investigations that may arise, pre- or post- publication.
- Openly disclose the source of all data and third party material, including previously unpublished work by the authors themselves. Anything that could compromise the originality of the submission should be expressly avoided and/or discussed with the editorial office in the first instance.
- Identify any third party material that they intend to include in their article, and obtain written permission for re-use in each instance from the relevant copyright holders. Such permissions should be submitted once the manuscript is accepted, or requires small changes to be accepted.

- Openly disclose any conflict of interest - for example, if publication were to benefit a company or services in which the author(s) has a vested interest.
- Expect the editor to scan submissions using plagiarism detection software to check a paper's originality before sending out for review.
- Fully correspond and comply with the editor and publisher in any requests for source data, proof of authorship or originality in a timely manner, providing reasonable explanation for discrepancies or failures to disclose vital information.
- Co-operate fully with the publication of errata and with the retraction of articles found to be unethical, misleading or damaging.